ENGLISH COURTESY TRANSLATION – ONLY THE ITALIAN TEXT HAS LEGAL VALUE

ID NUMBER:	**PIP User Manual ver. 1.0**
DATE:	**14/09/2015**
TYPE OF DOCUMENT:	**User Manual**
APPLICATION:	**G.M.E. S.p.A.**

Inside Information Platform

User Manual

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

Register of Revisions

Rev.	Date	Proposal no.	Description

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

ENGLISH COURTESY TRANSLATION – ONLY THE ITALIAN TEXT HAS LEGAL VALUE

TABLE OF CONTENTS

Inside Information Platform 1
User Manual 1
1 Introduction 5
2 Acronyms and References 6
2.1 Acronyms 6
3 Platform for the publication of inside information 7
4 Technical requirements for the use of the PIP 7
5 Private section 7
5.1 Enabling the service 8
5.1.1 Requesting the service 8
5.1.2 Accessing the platform 8
5.2 Accessing the PIP platform 9
5.3 Master data of participants 9
5.4 Managing the assets 10
5.4.1.1 Power physical assets 11
5.4.2 Gas physical assets 12
5.5 Publishing the messages 13
5.5.1 Web form 14
5.5.2 Upload XML file 16
5.5.2.1 Upload from the platform 16
5.5.2.2 Upload via Web Service 17
5.5.3 Checking the message 18
5.5.4 Status of a message 19
5.5.5 Updating a message 19
5.5.6 Revoking a message 19
5.5.7 Time limits to upload a message 19
6 Public section 21
6.1 Message board 21
6.2 Services for sharing the messages 21
6.2.1 Xml 22

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

6.2.2 Newsletter 22
6.2.3 RSS Feed 22
6.3 Report 22
7 Support 23
7.1 Online help 23
7.2 Communications by the participants 23
7.3 Communications by GME 23
7.4 Useful information 23

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

ENGLISH COURTESY TRANSLATION – ONLY THE ITALIAN TEXT HAS LEGAL VALUE

1 Introduction

Regulation no. 1227/2011 of the European Parliament and of the Council of 25 October 2011 concerning the integrity and transparency of wholesale energy market (hereinafter: REMIT), establishes European rules to prevent abusive practices in the wholesale electricity and natural gas markets through the prohibition of market manipulation (Article 5) and abuse of inside information (Article 3, the so-called insider trading ban). With reference to the prohibition of insider trading, Article 4 of REMIT imposes on the market participants to[1] communicate in an effective and timely manner the inside information available *"in respect of companies or facilities that the market participant concerned, the parent undertaking or related undertaking owns or controls or for whose operational matters that market participant or undertaking is responsible in whole or in part*". This obligation can be considered fulfilled even in the event of aggregate publication of the inside information available, as specified in the same article in paragraph 4. The definition of effective and timely communication was further specified in the Guidelines prepared by ACER (Chap. 7.2), to the extent that the obligation is considered effectively absolved by the market participant in the event of publication of information on a centralized platform (prepared by the TSO or an exchange), allowing the dissemination of information in a uniform way, easily accessible to the widest number of people possible and at the same time scaling the management burden on the participant of the publication to be made on the basis of punctual criteria defined in the same Guidelines. ACER has consequently and in a non-binding manner called for the regulated markets, such as GME, to create centralized platforms for the publication of inside information. Currently the REMIT platform prepared by ACER devoted a section to the publication of the list of such platforms available in Europe.

Given the current European scenario regarding platforms for the publication of inside information, jointly to the absence of binding provisions concerning the centralization of information by parties like ENTSO-E and ENTSO-G, GME has made available the Inside Information Platform (hereinafter: PIP) that allows market participants the performance of compulsory publication of inside information.

[1] For the purposes of this Manual, market participant means *a person, including transmission system managers, who performs operations, including the transmission of orders to trade, on one or more wholesale energy markets,* in accordance with the provisions of Article 2, paragraph 7 of REMIT. Such subjects, upon signing of the contract with GME for access to the PIP, should be in possession of the ACER code.

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

2 Acronyms and References

2.1 Acronyms

Acronym	Description
PIP	Inside Information Platform
UMM	Urgent Market Message

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

3 Platform for the publication of inside information

The PIP has been structured in order to centralize, standardize, record, make accessible and monitorable all the inside information published on it, allowing all market participants active on one or more wholesale energy markets at the European level to fulfill the obligation to publish information in accordance with Article 4 of REMIT.

To this end, the platform has a private section with controlled access, reserved for market participants which want to publish inside information and a public section that allows any interested party accessing to that information in different ways.

The language of publication is English.

4 Technical requirements for the use of the PIP

The PIP has been structured to allow market participants publishing inside information within the platform manually, through the use of a web portal and/or automatically via a web service.

For the use of the web portal, it is required to employ a PC/workstation with an Internet connection and an Internet Explorer or Chrome browser (at least 10 IE, Chrome at least V38.0).

To use the web channel service, it is required to employ a client application that uses the correct methods made available by the web service of GME, as described in the document "Implementation Guide" available on the GME's website under the link: http://www.mercatoelettrico.org/It/GME/Biblioteca/software.aspx

5 Private section

The profile access section allows the market participant publishing inside information relating to a physical asset (UMM) or general one (Market Information).

In this section, the market participant has access to the messages upload service in the format specified by GME in the document "Implementation Guide" available on the GME's website at: http://www.mercatoelettrico.org/It/GME/Biblioteca/software.aspx.

The platform enables the publication of the following types of information:

- UMM Power
- UMM Gas
- Market Information

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

5.1 Enabling the service

5.1.1 Requesting the service

In order to enable the service of publication of inside information through the PIP, the market participant shall:

1. access the website http://www.mercatoelettrico.org/It/Monitoraggio/InformazioniPrivilegiate.aspx ;
2. select "Request access to the PIP";
3. fill in all parts of the online form, selecting "Confirm and print contract" at the end of the process;
4. print on paper and sign the pdf of the contract so generated in all its parts;
5. print, fill out and sign the relevant Annex (the self-declaration affidavit, pursuant to Presidential Decree 445/2000, certifying the powers of representation of the subject subscribing the contract)[2];
6. The participant shall send in the original documentation referred to in paragraphs 4 and 5, duly completed and signed by registered mail with acknowledgment of return , courier, or, by hand to:

Gestore dei mercati energetici S.p.A.
Viale Maresciallo Pilsudski 122/124
00197 Rome, Italy

5.1.2 Accessing the platform

Within 15 working days from the receipt of the contract and the accompanying documentation, GME shall verify the correctness and completeness of the documentation submitted.

Should checks on the contract and any accompanying documentation be successful, GME accepts the proposal of the contract by sending a notice to the requesting participant, within the said period, to the e-mail address of the user specified by the market participant in the PIP contract, with which they communicated the acceptance of the proposal, the success of the enabling process and the credentials, **Login** and **Password,** for access to the PIP platform.

If GME, during said checks, encounters any irregularities or incompleteness -in the documentation submitted, it communicates to the market participant the steps necessary to complete or regularize the documentation itself and the period within which he/she/it shall do so. Such communication interrupts the period of 15 days stated by GME for the verification of the contract and its annexes that shall begin to be effective from the receipt by GME of the regular or complete

[2] The statement may be replaced by other documentation certifying the powers of representation.

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

documentation. If, by the deadline specified by GME, the participant has not responded to the request by GME, the proposed contract will definitively lose effect.

The credentials for access, login and password, will necessarily be changed upon the first access to the portal.

The user enabled to the PIP services, using the credentials received, acts as "master user" and can create a maximum of 5 additional service accounts. The above credentials for these accounts will be still delivered to the e-mail address specified in the contract. If a user has lost his/her/its password, he/she/it can request its regeneration through "Reset Password" that will send the new password to the email address of the "Master User".

Access to the web service interface will be allowed, as a result of the first access to the platform.

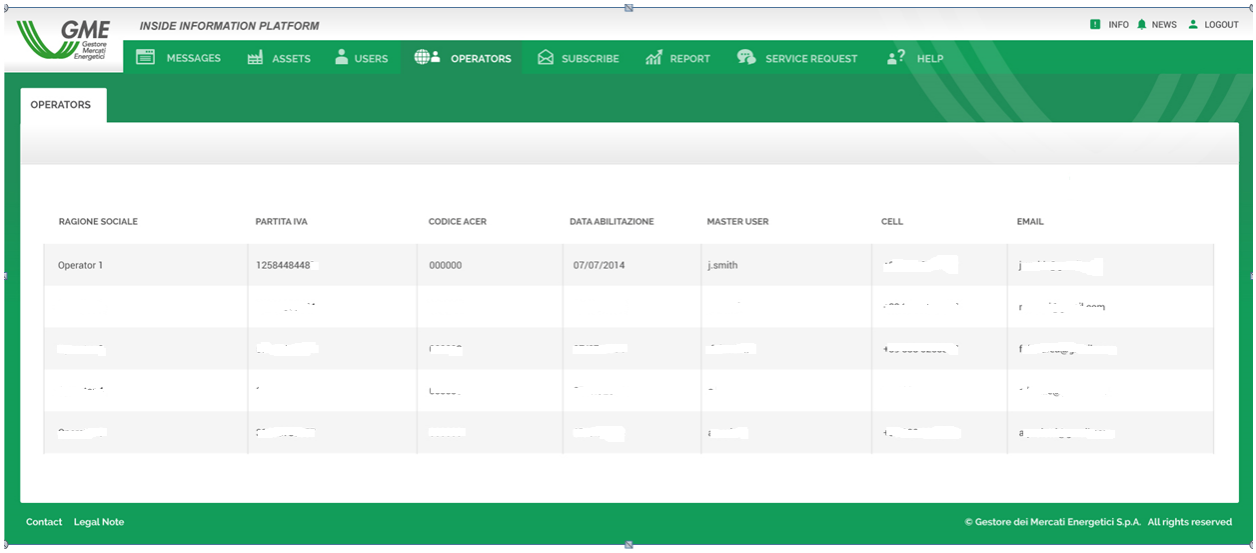
5.2 Accessing the PIP platform

Access to private section of the PIP is done by clicking the "Login" button on the website:

http://www.mercatoelettrico.org/It/Monitoraggio/InformazioniPrivilegiate.aspx

5.3 Master data of participants

Through the "Market Participants" page, the user displays the details of the market participant for which it/he/she is enabled.



In the section "details", the PIP displays the following fields:

General details

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

- Company name
- VAT
- ACER code
- Enabling date as Master User
- Mobile no. of the Master User
- Email for technical/operative PIP notices

5.4 Managing the assets

Physical assets are defined as structures of production, consumption, storage, transfer of electricity or gas and LNG facilities.

The publication of a UMM requires prior registration by the market participant of the asset subject to disclosure within its/his/her own asset details section.

The registration of a physical asset involves loading to the platform the details of asset to which they may be related the UMM type communications described in the section 5.5. This information may be changed by the market participant at any time. It is possible record in the details assets of any capacity and technology.

The ways to proceed with the loading of physical assets are two:

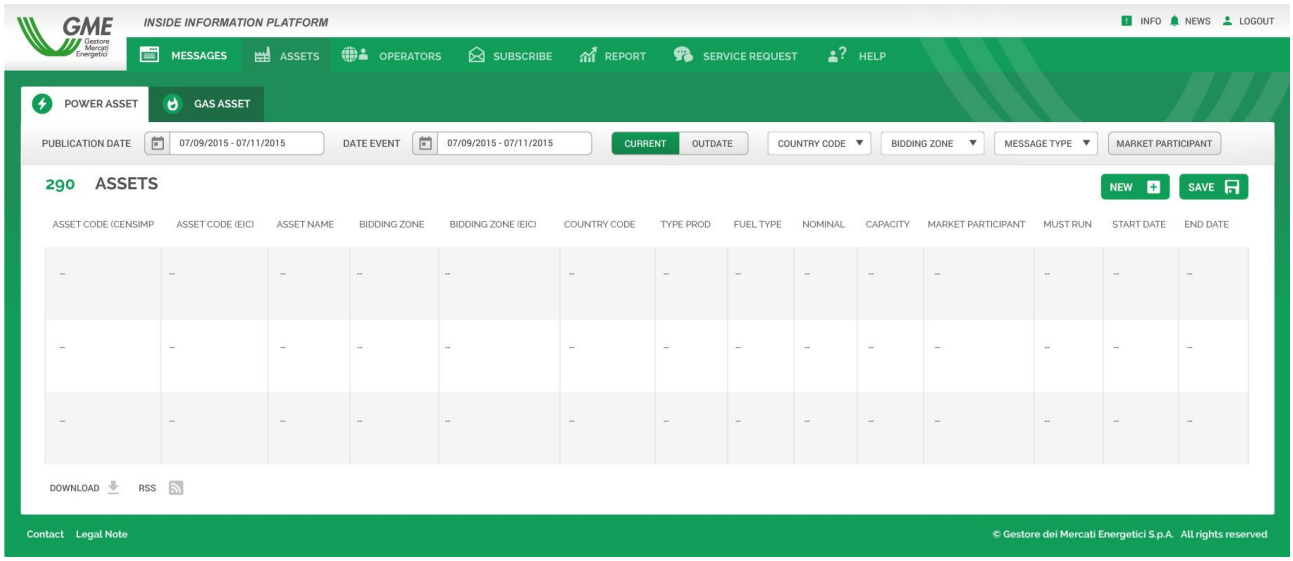
- web form
- upload xml file

Both methods allow the loading of one or more assets at a time, filling in the fields set forth in the Implementation Guide.

The upload functionality through XML file is described in the section 5.5.2.1.

The portal has a section dedicated to the registration of Power physical assets and a section dedicated to the Gas physical assets.

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.



5.4.1.1 Power physical assets

The platform allows the integration and management of the following types of Power assets:

- Production units
- Consumption units
- Mixed units
- Offshore infrastructure
- Transmission networks

The identification of the asset takes place in two separate conventions:

- National code (for Italy: CENSIMP) - mandatory
- EIC code - optional

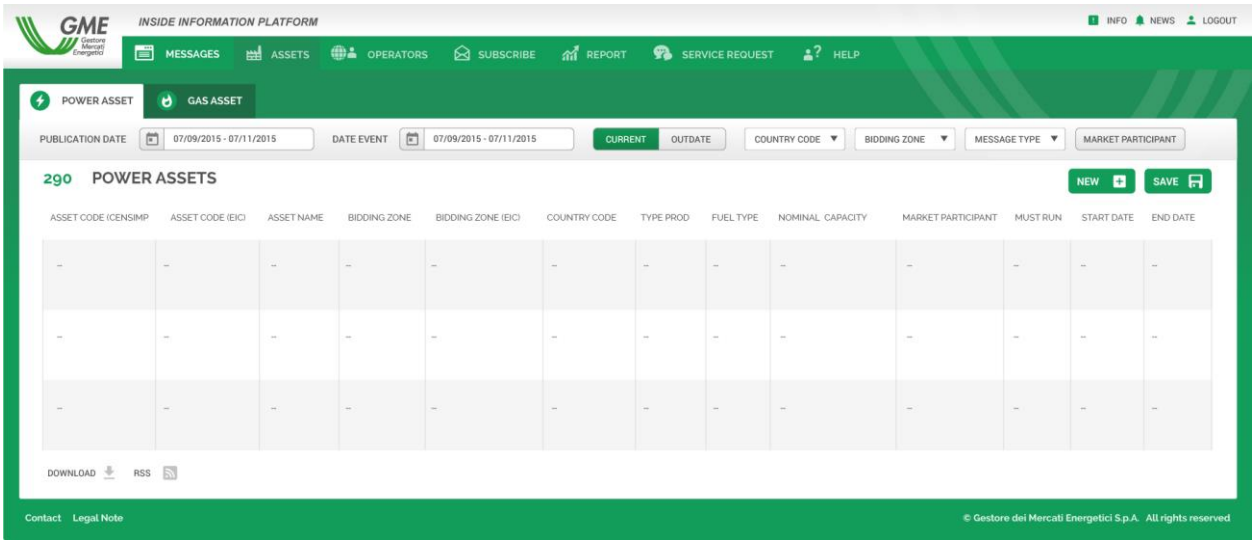
The identification of the bidding areas involves two separate conventions:

- EIC code - optional
- National code - optional

The unit of measurement of the capacity is the MW.

Assets management is done via the "POWER ASSETS" form that enables the creation, modification and disabling of the asset.

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.



The identification code assigned to an asset cannot be changed; any need for amendment to the code requires the disabling of the asset and the creation of a new one. If the change in the characteristics of the asset involves inside information, you must create a UMM showing such information.

More details on the compilation of the fields are provided in the Implementation Guide.

5.4.2 Gas physical assets

The platform allows the integration and management of the following types of Gas assets:

- Offshore pipeline
- Transmission system
- Storage
- Injection
- Withdrawal
- Treatment plant of gas
- Regasification plant
- Compressor station
- Offshore production
- Import contract
- Consumption
- LNG

The identification of the asset takes place in two separate conventions:

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

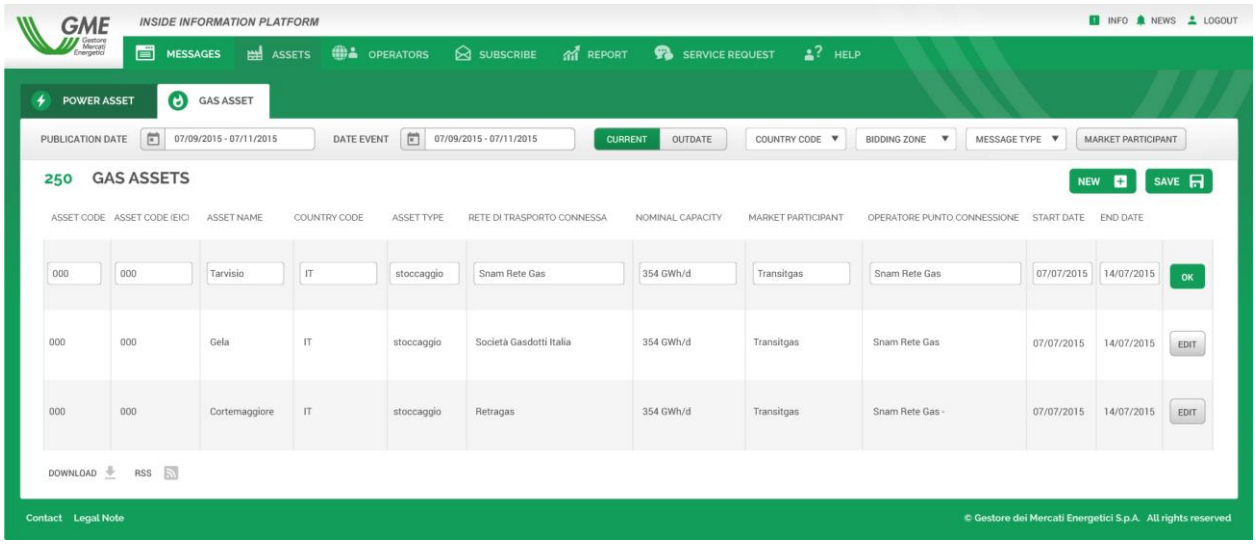
- National code - mandatory
- EIC code - optional

The identification of the balancing areas involves two separate conventions:

- EIC code - optional
- National code - optional

The unit of measurement of the capacity is the MWh/d for all assets, with the exception of storage, for which the unit of measurement is the MWh.

Assets management is done via the "GAS ASSETS" form that enables the creation, modification and disabling of the asset.



The identification code assigned to an asset cannot be changed; any need for amendment to the code requires the disabling of the asset and the creation of a new one. If the change in the characteristics of the asset involves inside information, you must create a UMM showing such information.

More details on the compilation of the fields are provided in the Implementation Guide.

5.5 Publishing the messages

The platform allows you to communicate two types of messages:

- UMM - structured messages related to physical assets loaded by the market participant in its/his/her details of the assets, divided between Power and Gas.
  The types of events represented are:

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

  - Unavailability or limitation of capacity: for information about events whose effect is to reduce the available capacity of the asset;
  - Expansion or reduction in capacity: for information about events whose effect is to decrease or increase the installed capacity of the asset.
- Market Information - inside information of a general nature, provided in a non-structured way as title and free descriptive text.
  The events represented are all the other types of information not related to the capacity available or installed.

Messages can be published in two different modes:

- web form
- upload xml file

Following the creation of the message, it is associated with a unique "MessageID" through which it is always possible to retrieve the message in the private section of the platform as well in the public board. This field is also the unique reference by which to make replacements or revocation of the message itself.

Once a message has been created, it will be visible in the public section of the platform, within the board of the Power or Gas UMMS or in that of the Market Information as applicable.

Notwithstanding the provisions of Article 3.6 of the contract, the PIP always keeps track of the existence of the messages, thus allowing the market participant, if necessary, to update and/or revocation of the same.

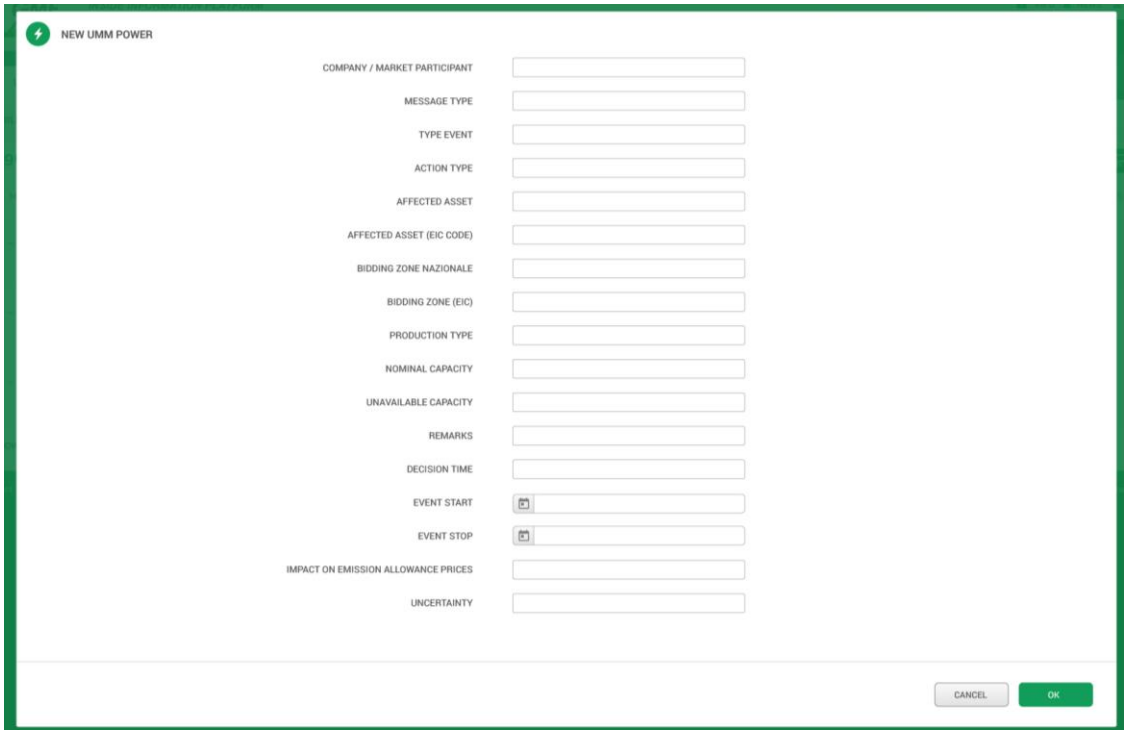
5.5.1 Web form

The creation of the messages via web form is done by filling in a form that duplicates the fields in the Implementation Guide.

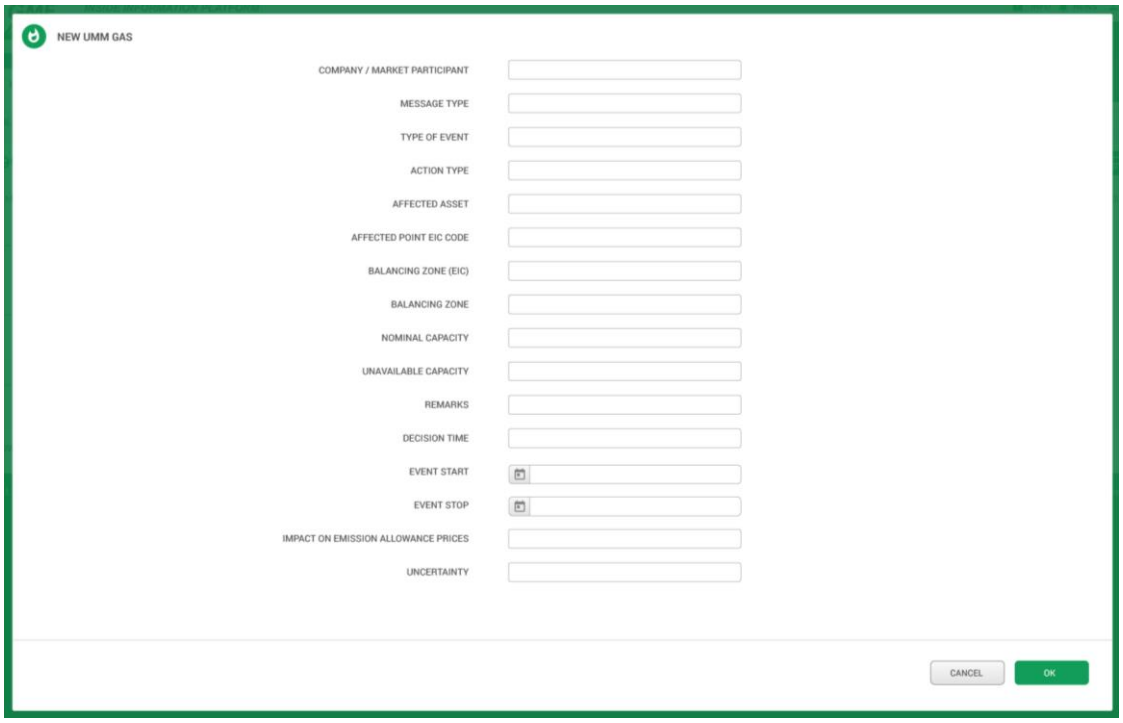
NEW UMM POWER

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

ENGLISH COURTESY TRANSLATION – ONLY THE ITALIAN TEXT HAS LEGAL VALUE



NEW UMM GAS

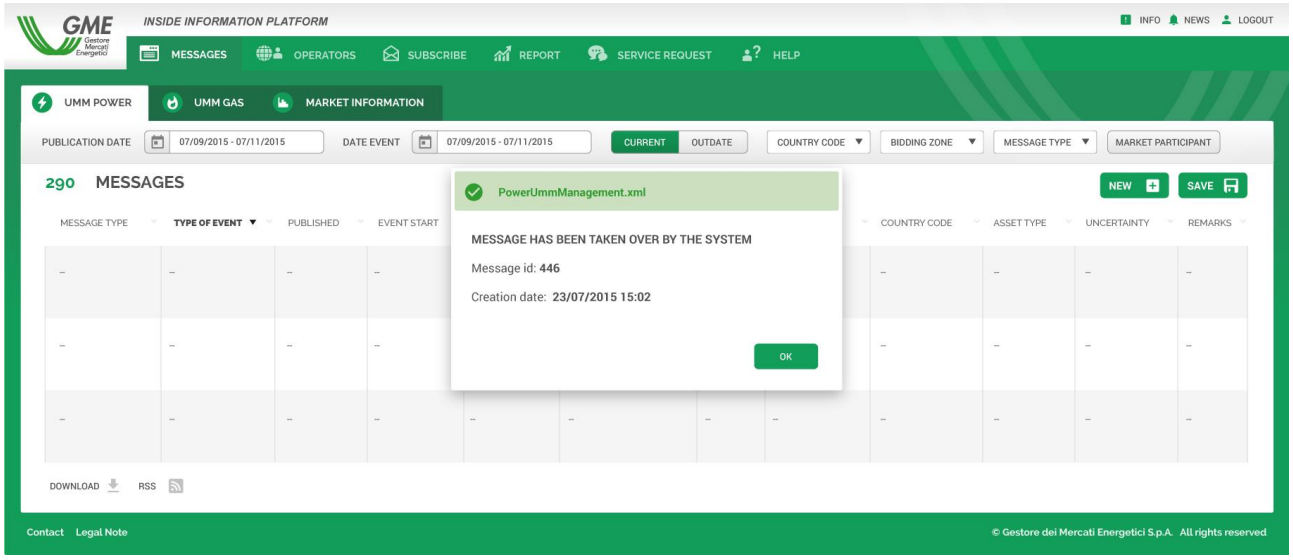


The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

ENGLISH COURTESY TRANSLATION – ONLY THE ITALIAN TEXT HAS LEGAL VALUE

NEW MARKET INFORMATION

Downstream of loading, the PIP will provide the following notification:



5.5.2 Upload XML file

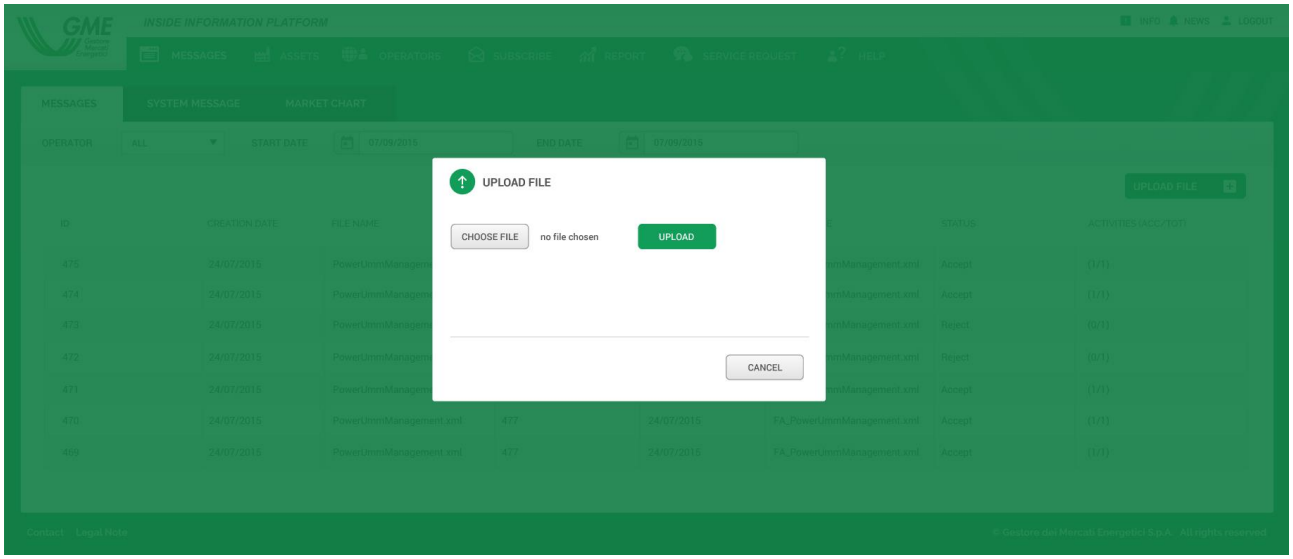
Uploading messages using XML files can be done in two ways:

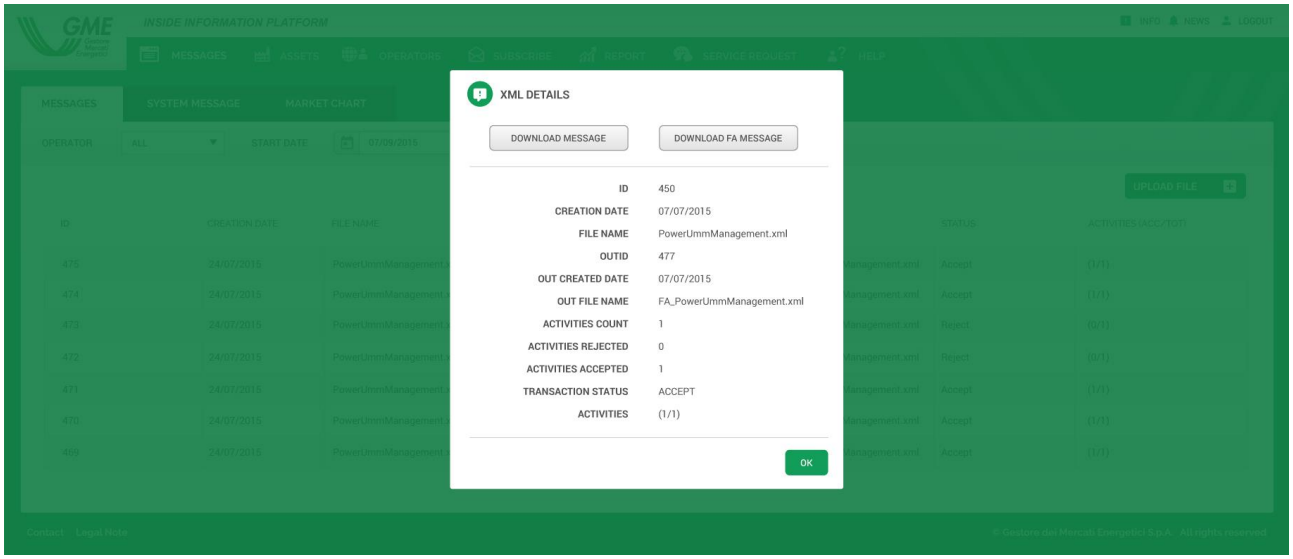
- Upload from the platform;
- Upload via Web Service.

5.5.2.1 Upload from the platform

The upload of a message from the Messages section of the portal takes place using the upload file functionality:

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.





5.5.2.2 Upload via Web Service

The PIP exposes a web service interface used for the automatic loading of the messages as part of the platform itself.

Access to the web service is enabled, after the first access to the portal, through the login method.

The WSDL of the PIP web service is available at:

https://provepip.ipex.it/pipws/pipws.wsdl

The PIP web service involves the following functions:

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

- Login: It enables a working session with the PIP. It is the first function that the client application needs to invoke in order to take advantage of the functionality exposed by the web service. With this operation, the participant is identified as part of the PIP, which returns, in response, a session identifier that the client application must indicate in all subsequent revocations of the web service functions;

- Logout: It ends a working session with the PIP. At the end of the working session, the user application must call this function in order to release the resources used;

- UploadMessage: It allows you to send an XML document to the PIP. For each document received, the web service returns a response that contains the identifier assigned to the document sent, the date and time of receipt. For each document received, the web service returns also, in response, an XML document containing the acceptance of the document or the motivation of the failure of the operation.

- DownloadMessage: It allows you to download all documents made available to the participant by GME. This function checks for new messages to download and, if there are, it returns the first message downloaded. The PIP indicates the message returned; a subsequent revocation of the downloadMessage method no longer returns that message. To re-download an already read message, you can resort to the ForceDownloadMessage method.

- GetNextMessage: It allows you displaying the messages list to be downloaded, i.e. unread. This method returns a list in XML format that contains the name and identification of each message downloaded. The maximum number of messages in the list can be shown in the revocation.

- ForceDownloadMessage: It allows you to download a specific message, identified by its identifier, although this had already been downloaded. The PIP still shows the message returned as "read".

-

5.5.3 Checking the message

The PIP performs the following automatic check on the messages, regardless of their mode of delivery:

- UMM asset code in the asset details of the market participant
- UMM capacity unavailable <= nominal capacity
- Consistency of the name and format of the fields

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

These checks are performed during reception of the xml file. In case of failure of the checks, the message will not upload on the PIP and the user will receive an error message.

5.5.4 Status of a message

When entering into the platform, the message is given the "open" status and the same holds this state until:

- it is replaced by a more updated message or until its revocation. In such cases the state of the message becomes, respectively, "replaced" or "revoked";
- overcoming the "end date" of the event in it represented. In this case, the state of the message becomes "closed".

A message in the "replaced" or "revoked" state is no longer a valid message for publication on the PIP. A message in "closed" state is a valid message that ended naturally its life cycle.

When entering into the platform, the message referred to a past event is directly given the "closed" status.

5.5.5 Updating a message

The replacement of the message is by specifying in a special field - "UpdateID" - the "MessageID" of the message that you want to replace and populating the field "Action Type" with the action "Replace".

The message replaced assumes the "Replaced" state and in the public section of the PIP it is crossed in order to emphasize the replacement with a new message.

The new message is instead connected to the message replaced by UpdateID. In the private section of the market participant and in the public one, it is possible view the history of events pertaining to a given message through its eventual replacement or revocation.

5.5.6 Revoking a message

The revocation of the message is by specifying in a special field - "UpdateID" - the "MessageID" of the message that you want to revoke and populating the field "Action Type" with the action "Replace".

The message replaced assumes the "Revoked" state and it is displayed as crossed out in order to highlight the revocation.

5.5.7 Time limits to upload a message

The PIP exercises no control over the upload date of a message, which therefore may refer to any date even earlier than the one of loading of the message itself.

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

ENGLISH COURTESY TRANSLATION – ONLY THE ITALIAN TEXT HAS LEGAL VALUE

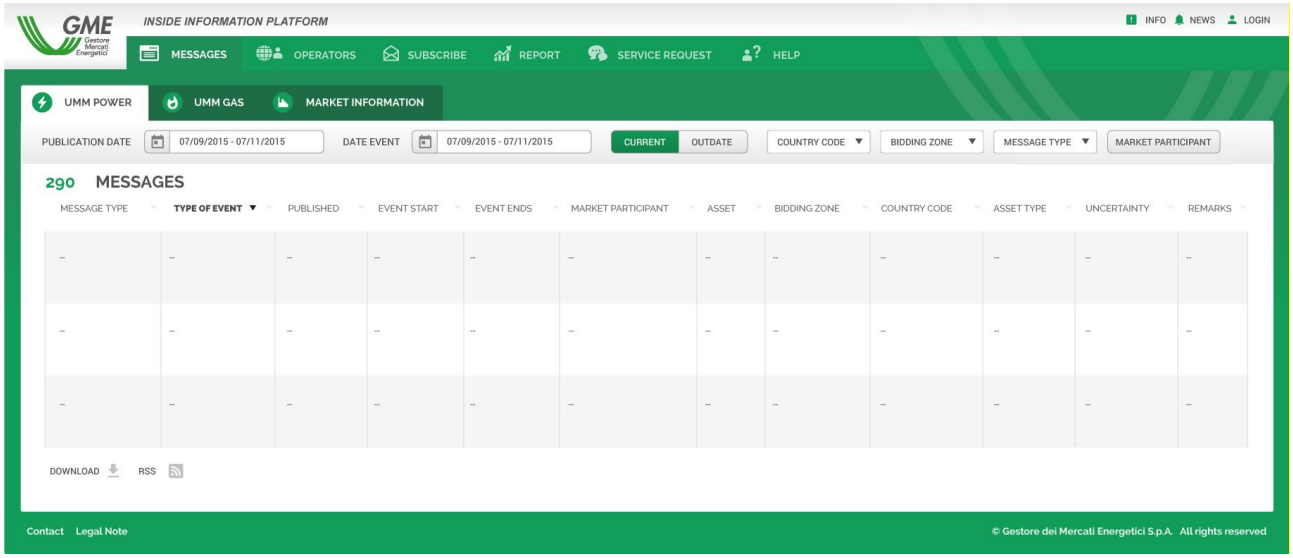
In any case, please note that, by virtue of the checks carried out on the platform and described in the section 5.5.3, a physical asset must be recorded in the registry of the assets of the market participant, before it/he/she can enter the UMM related to asset itself on the PIP.

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

6 Public section

The public section allows all stakeholders to:

- access the information published by the market participants in the last 24 months, which will be displayed individually or in the aggregate form;
- download the UMM and the Market Information in XML format;
- register for a newsletter service and/or web RSS feed through which getting automatically the updates of the information published on the PIP.



6.1 Message board

The public section of the PIP has three separate boards for viewing and downloading the messages published by the market participants in xml format, namely:

- UMM Power board
- UMM Gas board
- Market Information board

The data are presented in tabular form, filterable and sortable based on the main fields.

6.2 Services for sharing the messages

The published messages are available on the message boards and through the three following ways:

- xml, via direct download
- E-mail, via a newsletter service
- RSS Feed

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

6.2.1 Xml

It is possible to download at any time from the message boards a XML file containing information relating to the messages displayed at that time by the person who has accessed the public section of the PIP.

6.2.2 Newsletter

This mode, whose registration form is accessible under the "subscribe" tab, allows receiving by email notices of new publications of messages corresponding to the market and the country code selected during registration to the newsletter itself.

6.2.3 RSS Feed

Subscribing to RSS web feed is done by clicking on the appropriate RSS button at the bottom left in the message boards. This mode allows access via an RSS Reader to messages on the board that respond to the filters present upon the service subscription.

6.3 Report

From the main page of the public section of the PIP, it is accessible to the "Report" button, namely a page dedicated to the reporting of the PIP, with the following reports:

- **Participants report** – list of the market participants registered
- **Assets report** – history of the assets recorded in the registries of the market participants
- **UMM report** – aggregate report on unavailability notified by market participants

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.

7 Support

7.1 Online help

In the public section of the PIP, the "Help" tab provides information for help on using the platform.

7.2 Communications by the participants

For any communications regarding:

- problems of access to the PIP
- problems in the operational management of the PIP

the participant can send an email to pip@mercatoelettrico.org. GME may also ask, if necessary, additional clarifications and information to the participant.

7.3 Communications by GME

The planned interruptions of the PIP functionality, i.e., maintenance of the PIP itself will be notified by GME promptly to all user of the PIP as well as to the contact beings for technical and operational communication, by appropriate notification to be sent, if possible, at least one calendar day in advance than the related interruption/maintenance work. In such cases, GME may also disclose, by means of a notice published as part of the PIP, the recurrence of the maintenance event.

In case of any unplanned malfunctions, interruptions, delays and suspensions of the features of the PIP, GME shall promptly notify the market participant about such event by sending an e-mail to the address associated with the master user and the contact being for technical and operational communications. GME will also make known the recurrence of such an event through a notice posted on its website under REMIT section.

GME will also send a similar message after the restoration of the normal activities of the platform.

7.4 Useful information

Except in the cases referred to in the previous paragraph 7.3, the PIP is always active 365 days a year, 7 days 7, 24 hours a day.

The information contained in this document is the property of GME S.p.A. and cannot, like this document, be reproduced, used or disclosed in whole or in part to third parties without prior written permission of GME S.p.A.